



Performance Matters -Supervisor Evaluation Training Information-

Performance Matters – Supervisor Evaluation Training

This training is offered by the Personnel Cabinet's Department of Human Resources Administration and unless the same course is provided by the agency's personnel office, it is mandated by law for all supervisors who complete performance evaluations.

This one day course begins promptly at **8:30am** and continues through **4:30pm**. Participants who are more than 30 minutes late to class will be *required to reschedule*.

This course provides in-depth knowledge on the Employee Performance Evaluation System. This course provides an overview of the performance management process and the basic skills needed to manage and evaluate performance within the merit system. This course defines and reviews the three phases of performance management and the requirements of 101 KAR 2:180.

Available course dates for 2016 are as follows:

- January 7
- January 20
- February 18
- March 16
- April 21
- May 4
- June 16
- July 14
- August 18
- September 14
- October 13
- November 16
- December 8

Performance Matters - Refresher Training

This is a 2-hour course offered for evaluators who have previously completed the mandated Performance Matters supervisor evaluation classroom training. This course provides an overview of the Employee Performance Evaluation System. It is intended to be a refresher course to review the performance management process and the basic skills needed to manage and evaluate performance within the merit system. This course defines and reviews the three phases of performance management and the requirements of 101 KAR 2:180.

Available course dates for 2016 are as follows:

- May 11
- September 8
- December 13

Classes are held at the Kentucky State Office Building located at 501 High Street, Frankfort, KY in the A3 Training Room (auditorium). Click [HERE](#) for driving directions.

Parking is limited, so please allow for extra time to park. Limited parking is available in the visitor lot on High Street. Additional parking is available behind the State Office Building and can be accessed from Holmes Street.

To register employee(s)/supervisor(s) for this course, please contact your [agency liaison](#).